

“BABEŞ–BOLYAI” UNIVERSITY
Faculty of Political, Administrative and Communication Sciences
Public Administration Department
Academic Year – 2018-2019

ACADEMIC ENGLISH FOR PUBLIC ADMINISTRATION

First Year – Spring Semester 2019 (Semester: II)

Credits: 3

Instructor: Andrada Pintilescu, PhD, Lecturer

I. COURSE DESCRIPTION

The course aims to introduce the 1st year students to the Public Administration specialised academic English, as well to improve their general English language skills. The use of English as a language of instruction, also to be employed in class debates and for evaluation, together with a corpus of materials to read and discuss in English will offer the students the opportunity to develop the knowledge of specialised English as well as enable them to access recent materials on their area of expertise. The students will be provided with a specialised terminology and enabled to use this in interactive class applications. The students will thus become familiarised – in a progressive manner, with the specific Political Sciences academic terminology, concepts and topics.

II. KEY CONCEPTS: *division of government, forms of government, the legislature, the executive, the judiciary, political parties, the party system, political systems, electoral systems, voting and elections, policy making, social security, the welfare state.*

III. CLASS SCHEDULE

Location and timing of courses: Wednesdays 16-18, 18-20 (room 101), Fridays 16-18, 18-20 (room V/2).

IV. CONTACT

E-mail: andrada.pintilescu@gmail.com

Office hours: Tuesdays 14-16, Horea 7, Room 10

V. PREREQUISITES:

Students should have a fairly good knowledge of general English.

VI. RECOMMENDED READINGS:

A course reader will be provided before the beginning of the course, containing the necessary materials for each session (reading load, exercises and other materials, such as glossaries). Students will be expected to photocopy, prepare beforehand and use the materials during teaching hours.

Compulsory reading materials (Course Reader).

Bibliography:

MCCARTHY, Michael, Felicity O'Dell. (2006). *English Vocabulary in Use*. Cambridge University Press

DOBROLET, O.V., A.R. ZHOROVA, *English for Public Administration*, 2008. (Textbook)

KAREVA, Veronika, "English for Specific Purposes: Public Administration and Political Sciences," *Procedia - Social and Behavioral Sciences*, Volume 70, 2013: 1477–1481

NADELL, Judith, Linda MCMENIMAN, and John LANGAN. *The Longman Writer: Rhetoric, Reader, Handbook*. Longman, 2003.

STILLMAN Richard Joseph, *Public administration: concepts and cases*. Boston: Wadsworth, 2010.

VII. COURSE STRUCTURE:

Week 1: Introductory session - Course description: Topics, reading materials, assessment requirements.

Week 2: Contemporary Division of Government. Reading Comprehension, Vocabulary Practice, Language Exercises, Listening, Speaking.

Week 3: Contemporary Forms of Government (I). The Legislature. Reading Comprehension, Vocabulary Practice, Listening, Speaking. Students' Project.

Week 4: Contemporary Forms of Government (II). The Executive. Reading Comprehension, Vocabulary Practice, Listening, Speaking. Students' Project.

Week 5: Contemporary Forms of Government (III). The Judiciary. Reading 5. Reading Comprehension, Vocabulary Practice, Language Exercises. Students' Project.

Week 6: Political Parties. The Party System. The Role of Parties in Modern Democracies. Reading Comprehension, Vocabulary Practice, Language Exercises. Students' Project.

Week 7: Political Systems. Stable and Unstable Political Systems. Reading Comprehension, Vocabulary Practice, Language Exercises. Students' Project.

Week 8: Types of Electoral Systems. Reading Comprehension, Vocabulary Practice, Language Exercises. Students' Project.

Week 9: Voting and Elections. Reading Comprehension, Vocabulary Practice, Language Exercises. Students' Project.

Week 10: The Stages of Policy Making. Reading Comprehension, Vocabulary Practice, Language Exercises, Listening, Speaking.

Week 11: Social Security. Reading Comprehension, Vocabulary Practice, Language Exercises. Students' Project.

Week 12: The Welfare State. Reading Comprehension, Vocabulary Practice, Language Exercises. Students' Project.

Week 13: **Academic Writing:** Research Papers, Formal Letter Writing.

Week 14: **Conclusions. Revision.** Concluding discussions. Evaluation of the course

VIII. COURSE REQUIREMENTS, EVALUATION:

The students should be prepared to attend at least 80% of the lessons and to participate actively in order to assimilate and employ the new terminology as well as practice their listening, speaking, reading and comprehension skills. Final grade: 1. class contribution - attendance, participation, individual and team projects, active engagement in debates, etc. - (30% of your final grade); 2. exam on one of the topics discussed, reading comprehension, listening comprehension and English in use (70%).

IX. ACADEMIC HONESTY POLICY:

Academic dishonesty – plagiarism, cheating, fabrication or multiple submission – will not be tolerated. Punishment will be in accordance with the department's rules. For details, see <http://fspac.ubbcluj.ro/resurse/formulare-regulamente/reguli-etice-sideontologice/>.